

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR EXTENSION OF PROBATION**

Civil Service Rules and Regulations Section 41 (2)  
Civil Service Commission Policy Section 1.01

Form completed by: Sandra Kennedy/Admin Officer/Financial Management  
Name/Title/Department

Date:05-14-20

Section 1: *To be completed by requesting department.*

To be completed by  
department

Civil Service  
Dept. Verification

A requisition is not required.

Is any other department impacted?

If yes, which department: \_\_\_\_\_

Yes **No**

MC

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?

**Yes** No

MC

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee. **Jason Robinson**

✓

MC

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.

**Maintenance Planner I, Hire Date: January 13, 2020**

✓

MC

The date the employee will complete probation. **Date: July 13, 2020**

Request must be submitted 30 days prior to completion of probation.

✓

MC

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.

✓

MC

Which policy criteria is being utilized and how the request meets the criteria required in the policy.

✓

MC

Length of extension requested. **3 months 522 Hour**

(A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)

✓

MC

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department. **Sandra Kennedy, Administrative Officer, Financial Management has been notified.**
- The impacted employee's attendance is optional. **Mr. Robinson has been advised.**

✓

MC

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Notes:

Original Hire Date: January 13, 2020  
Statement/Rationale: Described in the memo.

SUGGESTED ACTION:  
Staff recommends approval of the Extension of Probation for Jason Robinson.



**Date:** May 27, 2020  
**To:** Civil Service Commission  
**From:** Maria Cano, Personnel Analyst  
**Subject:** REQUEST TO EXTEND PROBATION FOR JASON S. ROBINSON,  
MAINTENANCE PLANNER I

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Correspondence was received from Sandra Kennedy, Administrative Officer of the Financial Management Department, requesting approval to extend the probationary period of Mr. Jason S. Robinson, Maintenance Planner I. Staff has reviewed the request and recommends that the Commission approve an extension for three months or 522 scheduled work hours, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 B (1) of the Civil Service Policies and Procedures.

Facts for Consideration:

- On January 13, 2020, Jason S. Robinson was hired by the Financial Management Department as a full-time, permanent, Maintenance Planner I.
- The Financial Management Department is experiencing a change in duties and workload due to the COVID-19 pandemic and subsequent emergency declaration and City closures. As a result, many employees in the department have been reassigned to other work locations and some have been directed to telecommute. Mr. Robinson is telecommuting part-time. After thoroughly reviewing staff availability and assignments, the Financial Management Department, has determined that it does not have the ability to provide Mr. Robinson, a probationary employee, with enough training of the caliber that the department prefers. Therefore, the department is requesting a 3-month (522 scheduled hour) probation extension.
- The request was received on May 19, 2020. Commission policy states that a request for extension must be submitted for Commission review and approved one month prior to completion of the employee's initial probationary period. This request meets this requirement. Mr. Robinson is scheduled to complete probation on July 13, 2020. As of the last pay period May 8, 2020 Mr. Robinson had 371 hours remaining of his probationary period.
- On May 19, 2020 an Employee Performance Appraisal was completed for Mr. Robinson.

May 27, 2020

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- Section 41 (2) of the Civil Service Rules and Regulations allows an appointing authority to request an extension of an employee's probationary period when an employee has not demonstrated the ability to perform at an acceptable level during the first six months of service in a new classification. This request also complies with Civil Service Policy 1.01 B (1), which specifies that an extension may be granted in three months or 522 scheduled work hour increments when an employee has not had an opportunity to complete the necessary technical training and skill acquisition.

Mr. Robinson and the Financial Management Department have been informed that this request is on today's agenda and a department representative will be present to respond to any questions from the Civil Service Commission



**City of Long Beach**  
*Working Together to Serve*

**Memorandum**

Date: May 19, 2020

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer, Financial Management

Subject: **Request for Extension of Probation**

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The Department of Financial Management (Department) respectfully requests that the Commission grant a probationary extension to Jason Robinson, Maintenance Planner I, in accordance with Section 41, Subsection (2) of the Civil Service Rules and Regulations and Section 101 of the Civil Service Policies and Procedures.

The Department is experiencing a change in workload and duties due to the closure of City Hall to the public on March 16, 2020 due to the City declared emergency as a result of the COVID-19 pandemic. Additionally, many employees in the Department are telecommuting and/or have been reassigned to other work locations. The Department, after thoroughly reviewing staff availability and assignments, has determined it does not have the ability to provide Mr. Robinson sufficient and quality training. Mr. Robinson was hired on January 13, 2020 and was reassigned to part-time telecommute due to the pandemic.

Thank you for your consideration of this request. If you require additional information, please contact me at (562) 570-6688.